

SECRET

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N 10-6

OCI NOTICE
NO. 10-6

SECURITY
15 November 1968

OFFICE OF CURRENT INTELLIGENCE

SECURITY

1. Security, if not the blood stream of any intelligence organization, is at least an essential gland. We cannot do our work without it. In OCI in particular good security practices are critical because of the highly sensitive nature of the materials we handle.

2. OCI's security record is poor. The level of violations in recent months has been such that I see little hope of improvement short of administrative action. I appreciate that many violations occur after normal working hours and under the pressure of a heavy work load. But recognizing these hazards does not imply justification of persistent after-hour violations. All it does is pinpoint where our weaknesses are so that we may act to correct them.

3. I have decided to take the following actions:

a. I am establishing the post of Security Officer for OCI. He will be responsible to me through the Chief of the Administrative Staff for achieving the highest feasible standards of security and for advising the area, staff, division and branch chiefs on maintaining those standards. I am also ordering each area and staff chief to appoint a security officer from among his senior associates.

b. As one of his first duties I am ordering the OCI Security Officer in collaboration with the Area Security Officers to devise a system whereby personnel from one division or branch are responsible on a rotational basis for final security checks in other than their home divisions or branches. This check system will be in addition to the regular security checks. Security Officers of the Staffs will consult with the OCI Security Officer to work out a security system applicable to their particular needs. I am also asking the OCI Security Officer to investigate the feasibility of establishing a roster of night security officers from among our personnel who would serve until after guard checks had been made.

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c. I direct all line supervisors to discuss the problem of office security with new employees at the time of their entry and to discuss it with all subordinates at least once a month.

d. I have decided to make forthright use of the sanctions provided for by Agency regulation--up to and including suspension and even dismissal for repeated negligence. Written reprimands will be used, short of suspension or dismissal, and shall be made part of an employee's permanent record. Hereafter supervisors are required to reflect an employee's degree of security consciousness when preparing fitness reports. Specifically, any security violations which occur after the date of this notice will be recorded in fitness reports.

e. A study of past security violations leads to the inevitable conclusion that far fewer lapses would occur, day or night, in a less cluttered environment. Consequently, there is to be a thoroughgoing housecleaning of the premises for the purpose of establishing the kind of atmosphere in which a high degree of security is attainable.

f. Area, staff, division and branch chiefs are responsible for seeing that areas under their respective jurisdictions are cleared and kept free of clutter of any kind. Books, newspapers and periodicals will not be piled on the floor, under desks, on desk tops or on window ledges. Neither will several months' issues of newspapers or the FBIS be piled on the top of office safes. Wall surfaces should be uncluttered.

g. Line supervisors will survey their holdings in furniture and other office equipment. Surplus items are to be returned to storage. Table tops and working surfaces adjacent to xerox machines, photocopiers and other reproduction equipment are to be kept clear at all times. Office supplies are to be drawn on the basis of need or in reasonable expectation of their being used, and are to be

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stored centrally in each division in closed cabinets. They are not to be pigeonholed in bookcase compartments or in odd pieces of furniture.

h. The OCI Security Officer will shortly circulate a series of guidelines for security check procedures.

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E. DREXEL GODFREY, JR.
Director of Current Intelligence

Distribution C

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